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Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 11-12

TIMES, DAYS AND LOCATION OF VARIOUS MOTIONS

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Adopted: August 11, 2003  
Updated: July 11, 2012

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The Snohomish County Superior Court hereby adopts the following times, days and locations of various types of motions and calendars.

**Judicial Proceedings**

The following motions and calendars will be heard at the Snohomish County Courthouse, 3000 Rockefeller Avenue, Everett, Washington, unless otherwise designated by the presiding judge.

1. **Adoptions and minor settlements:** *Heard by the Civil Motions Judge* (to be specially set with assigned judge's law clerk) in the assigned judge's trial department; Monday, 9:00 a.m. – 12:00 noon.
2. **Adult Drug Treatment Court:** *Heard by the assigned Superior Court Judge* in the assigned judge's trial department; Friday, 1:00 p.m. and 3:00 p.m. and the intake calendar is heard at 12:30 p.m. on Wednesday.
3. **Civil motions:** (including but not limited to motions for summary judgment, partial summary judgment and dismissal; injunctions; revisions of court commissioners rulings) *Heard by the Civil Motions Judge* in the assigned judge's trial department; Tuesday – Friday, 9:30 a.m.

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4. **Criminal arraignments and plea hearings:** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse; Monday – Friday, 3:00 p.m.*
5. **Criminal hearing sentencing:** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse; Tuesday, 10:30 a.m. The 10:30 a.m. Tuesday sentencing calendar shall NOT be heard following a Monday holiday.*
6. **Criminal motions sentencing :** *Heard by the rotating criminal motions Superior Court Judge in his/her courtroom on Thursdays Criminal Motions calendar at 2:00 p.m. When a court holiday falls on Thursday these will not be heard.*
7. **Criminal warrant quash calendar (other than community supervision warrants):** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse: Mondays, 10:30 a.m. In weeks with a Monday holiday the warrant quash calendar will be heard in C-304, third floor, Courthouse on Tuesday at 10:30 a.m.*
8. **Criminal in-custody video arraignment:** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse; Monday –Thursday, 1:00 p.m. and Friday at 2:00 p.m. When a court holiday falls on Friday, this calendar will occur at 2:00 p.m. on the last court day of the week.*
9. **Criminal Plea/Sentencing:** *Heard by the assigned rotating Superior Court Judge in Courtroom C-304, third floor, the Courthouse every court day at 3:00 p.m.*
10. **Criminal motions:** *Called by the assigned Superior Court Criminal Hearings Judge in Courtroom C-304 Thursday-Friday at 9:00 a.m.; any case to last longer than 5 minutes is sent to the assigned Criminal Motions (CRMO) judge in the rotating department; the balance of the criminal motions calendar is heard in C-304 by the assigned Criminal Hearings Judge until 10:15 a.m. When a court holiday falls on Thursday, criminal motions for that day will be cancelled. When a court holiday falls on Friday, criminal motions will be heard on the last court day of the week at 9:00 a.m.*
11. **Continued omnibus hearings, and pleas:** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse; Wednesday, 9:00 a.m. for in custody and 10:30 a.m. for out of custody; during any week where a court holiday falls on Wednesday, this calendar will not be heard.*
12. **Criminal omnibus hearings:** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse; Thursday – Friday 10:30 a.m.-12:00 p.m.; when a court holiday falls on Thursday, criminal omnibus hearings for that day will be cancelled. When a court holiday falls on Friday, criminal omnibus hearings for that day will be heard on the last court day of the week at 10:30 a.m.*
13. **Criminal trial call:** *Heard by the Presiding Judge in Courtroom 304, third floor, Courthouse; the last court day of the week at 1:00 p.m.*

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- 14. Criminal violations of community supervision hearings (in-custody):** *Heard by the assigned Superior Court Judge in Courtroom 304, third floor, Courthouse; Monday, 9:00 a.m. When a court holiday falls on Monday, this calendar will be heard on Tuesday.*
- 15. Criminal violations of community supervision hearings (out-of-custody):** *Heard by the assigned Superior Court Criminal Hearings Judge in Courtroom 304, third floor, Courthouse; Tuesday, 9:00 a.m. When a court holiday falls on Monday or Tuesday, this calendar will not be heard.*
- 16. Criminal motions to seal, motions to vacate conviction and motions for certificate of discharge:** *Heard by the assigned Superior Court Criminal Hearings Judge in Courtroom 304, third floor, Courthouse, Wednesday at 10:30 a.m. When a court holiday falls on a Wednesday, this calendar will be cancelled.*
- 17. Motions for relief from legal financial obligations (LFO).** *Heard by the assigned Superior Court Criminal Hearings Judge in Courtroom 304, third floor, Courthouse, Wednesday at 10:30 a.m. When a court holiday falls on a Wednesday, this calendar will be cancelled.*
- 18. RALJ (Limited Jurisdiction Court Appeals).** *Hearings to confirm RALJ matters are ready for assignment for oral argument; motions to extend time periods for filing briefs and motions to dismiss RALJ appeals shall be heard by the assigned Superior Court Criminal Hearings Judge in Courtroom 304, third floor, Courthouse, Wednesday at 10:30 a.m. This applies to both criminal and civil appeals. When a court holiday falls on a Wednesday, this calendar will be cancelled.*
- 19. Family law motions:** *Heard by the Court Commissioners Depts. B and C; Monday – Friday, 9:00 a.m. The Dept. C calendar may be merged with Dept. B when one of the Dept. B or C commissioners is unavailable.*
- 20. Family law/civil motions ex-parte:** *Heard by the Court Commissioner, Dept. A; Monday, 9:00 a.m. – 11:00 a.m.; Tuesday through Friday, 9:00 a.m. – 10:30 a.m.; and Monday through Friday, 1:00 p.m. – 4:00 p.m.*
- 21. Commissioner extended hearings – family law/civil motions:** *Must be scheduled by Commissioner: Monday, Tuesday, Thursday, Friday, 1:00 p.m., and Monday at 11:00 a.m.*
- 22. Family law motions domestic violence:** *Heard by the Court Commissioners, Depts. B and C; Monday – Friday, 1:00 p.m.*
- 23. Family law motions pro se dissolutions:** *Heard by the Court Commissioner, Dept. C; Wednesday, 1:00 p.m.*
- 24. Family law pro se dissolutions (with interpreters):** *Heard by the Commissioner, Dept. D, fourth Friday of the month at 1:00 p.m.*

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- 25. Family law motions state paternity:** *Heard by the Court Commissioner, Dept. D; Monday, 9:30 a.m., Wednesday and Thursday at 1:00 p.m.; and state telephonic hearings on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 9:00 a.m., Dept. D.*
- 26. Commissioner civil motions:** (including, but not limited to, defaults, discovery motions and enforcement, supplemental proceedings, unlawful detainers or eviction; receiver actions; and motions to amend pleadings) *Heard by the Court Commissioner, Dept. A; Tuesday – Friday, 10:30 a.m.*
- 27. Guardianship/Probate:** *Heard by Court Commissioner, Dept. D; Thursdays at 9:00 a.m. (limit of 12 confirmed matters) and on Fridays at 9:30 a.m. (limit of 12 confirmed matters)*
- 28. All Family law child support modifications (of final support orders):** *Heard by the Court Commissioner, Dept. D; Mondays at 1:00 p.m.*
- 29. Clerk's dismissals:** *Heard by the Court Commissioner, Dept. D; 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Wednesdays at 9:00 a.m.*
- 30. Mental Health Involuntary Commitment hearings:** *Heard by the assigned Court Commissioner; Tuesday, Wednesday, and Friday commencing at 8:00 a.m. on site at the Snohomish County Evaluation and Treatment facility in Mukilteo, Stevens Hospital in Edmonds, and Valley General Hospital in Monroe.*
- 31. Motions in preassigned cases:** *Heard by the Judge (to be specially set with preassigned judge's law clerk) in the preassigned judge's trial department.*
- 32. Motions for trial continuances:** *Heard by the Presiding Judge in the Presiding Judge's trial department; daily, Monday – Friday, 9:00 a.m.*
- 33. Motions for case pre-assignments (heard without argument), trial settings (heard with argument) and timelines of the demand for jury (heard with argument):** *Heard by the Presiding Judge in the Presiding Judge's trial department; daily, Monday – Friday, 9:00 a.m.*
- 34. Motions to waive ADR:** *Heard by the Presiding Judge in the Presiding Judge's trial department; daily, Monday – Friday, 9:00 a.m.*
- 35. Civil Trial Call:** *Heard by the Presiding Judge in the Presiding Judge's trial department; daily, Monday – Friday, 9:00 a.m.*

### Juvenile Judicial Proceedings

All juvenile dependency calendars are heard at the Charles R. Denney Juvenile Justice Center (Courtroom 2), 2801 10<sup>th</sup> St., Everett, Washington, unless otherwise designated. Unless otherwise noted, calendars designated for the assigned Juvenile Superior Court Judge are heard in Courtroom 2. Unless otherwise noted, calendars designated for the assigned Juvenile Superior Court Commissioner are heard in Courtroom 3.

## Superior Court of Snohomish County

1. **Dependency non-contested adoption reviews:** *Heard by the assigned Juvenile Superior Court Judge, Monday 8:30 a.m.*
2. **Dependency contested adoption reviews:** *Heard by the assigned Superior Court Judge at 9:00 a.m. on the third Thursday of the month or as otherwise specially set.*
3. **Dependency in-court annual adoption reviews for children over 12 years of age:** *Heard by the assigned Superior Court Judge, Tuesdays at 3:00 p.m.*
4. **Dependency Unified Family Court cases:** *Heard by the assigned Juvenile Superior Court Judge, Monday, 9:00 a.m.*
5. **Dependency Unified Family Court preliminary hearings:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday at 9:15 a.m.*
6. **Dependency 30-day shelter care reviews:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday, 9:00 a.m. (in chambers calendar, not done on record)*
7. **Dependency permanency planning reviews:** *Heard by the assigned Juvenile Superior Court Judge, Wednesday, 9:00 a.m. and 10:30 a.m.*
8. **Contested review special sets:** *Heard by the assigned Juvenile Superior Court Judge, Friday, 10:30 a.m. (must be set through law Clerk)*
9. **Dependency preliminary hearings, guardianship and relinquishments:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday, 9:30 a.m.*
10. **Dependency special sets/emergency hearings:** *Heard by the assigned Juvenile Superior Court Judge, Thursday, 9:30 a.m.*
11. **Dependency fact finding:** *Heard by the assigned Juvenile Superior Court Judge, Thursday at 9:00 a.m. and 2:00 a.m.*
12. **Dependency initial review hearings:** *Heard by the assigned Juvenile Superior Court Judge, Thursday at 9:00 a.m.*
13. **Dependency contested permanency planning reviews:** *Heard by the assigned Juvenile Superior Court Judge, Monday, 10:00 a.m.*
14. **Dependency contested Shelter Care hearings:** *Heard by the assigned Juvenile Superior Court Judge, Monday, 11:00 a.m..*
15. **Dependency 72-hour Shelter Care hearings:** *Heard by the assigned Juvenile Superior Court Judge, Monday – Thursday, 1:00 p.m.; Friday, 9:00 a.m.*
16. **Dependency contested reviews:** *Heard by the assigned Juvenile Superior Court Judge, Monday and Wednesday, 2:00 p.m. and 3:00 p.m. and 1<sup>st</sup> Friday of judge's rotation at 9:00 a.m.*
17. **Dependency contested adoption reviews, contested dependency reviews, and short non-contested dependency reviews:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday, 2:00 p.m.*

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18. **Dependency non-contested review hearings:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday, 3:00 p.m. (In chambers calendar not done on record)*
19. **Dependency adoptions:** *Heard by the assigned Juvenile Superior Court Judge, (special set through law clerk), Tuesday, 3:30 p.m.*
20. **Dependency Family Drug Treatment Court (FTDC):** *Heard by the assigned Superior Court Judge in that judge's trial department, Friday, 2:30 p.m. and 3:00 p.m.*
21. **Contested Reviews (3 families per calendar) 1<sup>st</sup> Friday of Judge's rotation at 9:00a.m.**
22. **Deadline Issues & Contested Non-Contested Reviews (4 families per calendar) 2<sup>nd</sup> Friday of Judge's rotation at 9:00a.m.**
23. **Truancy fact finding:** *Heard by the assigned Juvenile Superior Court Commissioner, Monday-Thursday, 9:00 a.m.*
24. **Truancy show cause/truancy in-custody add ons:** *Heard by the assigned Juvenile Superior Court Commissioner, Monday –Thursday, 10:00 a.m. & 11:00 a.m. (except on Tuesdays).*
25. **Children in Need of Services (CHINS)/At Risk Youth (ARY) (fact findings, dispositions, reviews, contempt and in-custody add-ons):** *Heard by the assigned Juvenile Superior Court Commissioner, Monday –Thursday, 2:00 p.m.*
26. **Emancipation hearings:** *Heard by the assigned Juvenile Superior Court Commissioner, 1<sup>st</sup> Tuesday of the month, 11:00 a.m.*
27. **Contested restitution hearings:** *Heard by the assigned Superior Court Commissioner, 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month, 11:00 a.m.*
28. **Clerks dismissals:** *Heard by the assigned Superior Court Commissioner, 3<sup>rd</sup> & 5<sup>th</sup>, Tuesdays of the month, 11:00 a.m.*
29. **In Custody Truancy warrants:** *Heard by the assigned Superior Court Commissioner Monday – Thursday, 9:30 a.m.*
  - ☐ **In Custody Offender Probation Violations:** *Heard by the assigned Superior Court Commissioner, Monday – Thursday, 1:30 p.m.*
  - ☐ **In Custody CHINS and ARY warrants:** *Heard by the assigned Superior Court Commissioner, Monday – Thursday, 2:30 p.m.*
30. **In Custody Offender Probation violation, CHINS and ARY warrants and Truancy warrants:** *Heard by the assigned Juvenile Superior Court Judge on the Offender rotation, Friday only, 9:00 a.m.*
31. **At Risk Youth Juvenile Drug Court:** *Heard by the assigned Superior Court Judge Friday 3:00 p.m.*

## Superior Court of Snohomish County

All juvenile offender calendars are heard at the Charles R. Denney Juvenile Justice Center, (Courtroom 1 – unless otherwise noted) 2801 10<sup>th</sup> St., Everett, Washington unless otherwise designated.

1. **Offender probable cause hearings:** *Heard by the assigned Juvenile Superior Court Judge, Monday – Friday 9:00 a.m.*
2. **Offender arraignments:** *Heard by the assigned Juvenile Superior Court Judge, Monday, 9:45 a.m.*
3. **Offender fact findings:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday, 9:30 a.m. and 1:30 p.m.*
4. **Offender sex offender pleas/dispositions, revocations and show cause hearings:** *Heard by the Assigned Juvenile Superior Court Judge, Friday, 9:30 a.m.*
5. **Offender confirmation calendar:** *Heard by the assigned Juvenile Superior Court Judge, Thursday, 9:30 a.m.*
6. **Offender motions/in custody plea calendar:** *Heard by the assigned Juvenile Superior Court Judge, Thursday, 1:30 p.m.*
7. **Offender add-on calendar and special sets:** *Heard by the assigned Juvenile Superior Court Judge, Tuesday and Wednesday, 1:00 p.m.*
8. **Offender post disposition probation violations, offender show cause hearings, warrant reviews, diversion terminations, in-custody add-ons and restitution hearings:** *Heard by the assigned Juvenile Court Commissioner in Courtroom 3, Monday-Thursday, 1:00 p.m.*
9. **Offender special setting:** *Heard by the assigned Juvenile Superior Court Judge, Thursday, 11:00 a.m.; Thursday and Friday, 1:00 p.m.*
10. **Offender plea calendar:** *Heard by the assigned Juvenile Superior Court Judge, Monday, 1:00 p.m.*
11. **Juvenile Offender Drug Treatment Court:** *Heard by the assigned Superior Court Judge, Friday 3:00 p.m.*

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Dated this \_\_\_\_ day of \_\_\_\_\_, 2013

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Michael T. Downes, Presiding Judge

Supersedes: Reformatted February 20, 2013-no change to content; Updated 7/11/2012; 11/19/2011, 10/3/2011, 4/13/2010, 12, 13/2010, 9/29/2008, 4/14/2008, 12/17/2007, 12/12/2006; Adopted 8/11/2003